

# NEWS

## 10 Crimes of Work Fashion



When it comes to professional perception, clothes make a difference. According to a survey by Office Team, an administrative staffing firm, 80 percent of workers say a person's work wardrobe affects his or her professional image.

This means that dressing appropriately is a must if you want to be taken seriously at work. But knowing what's acceptable attire isn't easy in today's workplace. Business-casual dress codes vary widely between companies, and even between departments

### 1. The Crime: Poor-fitting clothing.

Too-tight clothing is never flattering and usually too revealing, but too-baggy clothes make you look sloppy and unprofessional. Pant length also matters -- if you're showing too much sock or leg, expect to be teased all day about an upcoming flood. **Redemption:** Find a good tailor. It's a rare person who actually looks good in clothes directly off the rack. Buy an item to fit the fullest parts of your body, and the tailor can nip in the rest.



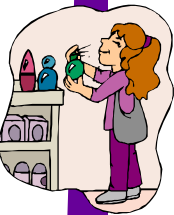
### 2. The Crime: Too much perfume or cologne.

You never want your co-workers or clients to smell you before they see you, and a colleague could be severely allergic to your favorite scent. **Redemption:** Apply perfume or cologne with an extremely light hand. If you spritz too much, put some rubbing alcohol on a cotton ball and dab off the excess.

### 3. The Crime: Shorts or too-short skirts.

Showing too much leg is never a good professional move -- for women or men. Revealing a little leg makes men appear overly casual or sloppy, and makes women look more sexy than serious.

**Redemption:** Men should stick with long pants, and women should wear shorts or skirts that hit within an inch-and-a-half of the knee.



### 4. The Crime: Out-of-control hair.

Whether it's frizzy coils or bushy beards, wild hair just doesn't look professional. **Redemption:** Women should invest in a good haircut and some styling products that can reduce poufiness and make hair easier to manage. Men should keep their facial hair well-trimmed, or better yet, go clean-shaven.

### 5. The Crime: Dirty, ripped or torn jeans.

Even on casual Fridays, ripped jeans look too dirty and messy for the workplace. **Redemption:** When you do choose to wear jeans to work, make sure they are well-fitting and in extremely good condition.

### 6. The Crime: Cleavage.

There are very few legitimate jobs where showing off your chest is a good career move.

**Redemption:** Cover up. Whenever possible, avoid wearing anything low-cut to the office. If you can't part with your V-neck shirts, simply buy a few camisole shirts to wear underneath them.



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# January 2007



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>Happy New Year</i>	2	3	4	5	6
7	8	9	10	11	12	13
14	15 HOLIDAY	16 Quarterly West End meeting	17 SB CWN meeting	18	19	20
21	22	23	24	25 Thank your Mentor Day	26 <i>Deadline to submit articles for the newsletter</i>	27
28	29	30	31			

## 7. The Crime: Tank tops.

Showing too much skin in the office is never a good idea in the office, and tank tops are especially inappropriate for men. **Redemption:** If it's hot outside and you're going out with friends after work, simply keep a cardigan at your desk to cover up. That way, you'll stay comfortable in frigid air conditioning and look professional when your boss stops by.

## 8. The Crime: Noisy jewelry.

An armload of bangles or long, dangling earrings are perfect choices for a bar, but downright distracting in the office. **Redemption:** Keep your office jewelry simple. A small pendant, stud earrings and a delicate bracelet look much more professional than trendy pieces. Save your flashier jewelry for happy hour.

## 9. The Crime: Gym attire.

Even in the most casual workplaces, yoga pants, shorts, T-shirts and running shoes make you look sloppy and apathetic. **Redemption:** At the very least, wear nice jeans and professional-looking shoes. If you're going to the gym or catching a flight after work, change into your comfortable clothes in the bathroom on the way out.

## 10. The Crime: Extremely high heels.

Extremely high heels are too sexy for the workplace -- not to mention impractical. Few things would be more embarrassing than wobbling or tripping over your extreme footwear in front of the boss. **Redemption:** The highest heels you should wear to the office are 2 to 3 inches. That way, you'll actually be able to walk in them, and they'll be comfortable enough to wear all day. You might feel shorter, but you'll no longer fear grates or sidewalk cracks



*When in Doubt ..... Don't*



Congratulations to the following CWN members — recipients of the Winter Scholarship.

- Edna Grove, HSS-TAD
- Elizabeth Sneed, HSS-DAAS
- Sandra Veliz, Registrar of Voters

Congratulations to the following CWN members on their recent accomplishments

- Denice Grimes on her recent promotion to Supervising Office Specialist



*..... and the winner is*

Mr. Steve Roth. He is the lucky winner of our Annual Mexican Riviera Cruise. He is employed as a Courtroom Clerk in the San Bernardino Courthouse. Congratulations!!

## Secretary ~ Terri Conklin

My name is Terri Conklin. I started with the County in 1996 and I'm currently at the HSS Program Development Division as a Supervising Office Assistant.

I have participated in the Mentoring Program both as a protégé and as a mentor. I really feel that the opportunities and the growth that I

experienced in the program both as a protégé and as a mentor helped me with my last two promotions. I encourage everyone to join the Mentoring Program.

I'm very excited about serving as Secretary this year.

On a personal level, I have several hobbies that keep me very busy. My family enjoys

spending time at the river. My husband Bill is a Travel Agent so we really enjoy traveling. I also, enjoy reading, sewing and cooking.

Thank you for the opportunity to serve on the CWN Board.

**JANUARY 17, 2007 PROGRAM ~ THE POWER OF MOTIVATION. INCREASING YOUR SPHERE OF INFLUENCE**

**Presented by Ms. Lisa Marie Platske**

**Watch for the Meeting Flyer! And remember to RSVP**



## Vice President ~ Denise McGovern



My name is Denise McGovern and I am the Vice President of the 2006/07 CWN Board of Directors. I also served as President and Director of Programs in years past. If you can make the commitment I highly recommend running for the Board. Not only do you have the opportunity to make a difference, but you also network and establish friendships.

I started with San Bernardino County as a Clerk II about 20 years ago. My assignments have been with Child Support, the Sheriff's Department, GAIN, DPSS Admin, HSS Auditing, the District Attorney's Office and the Library.

While working full time for the County, I earned a BS in Business Administration and an MBA, both from Cal Poly, Pomona. It took a lot of hard work, but it has really paid off.

I'd like to offer some words of encouragement for those of you struggling to promote. **Hang in there!** When I was trying to promote out of clerical I went on countless interviews before I finally got my big break. I started to think it would never happen, but it finally did. They say everything happens for a reason, and I believe it. I'm currently in a job I love. After 20 years with the County, I left to begin work for the San Bernardino County Superior Court as a Court Administrative Analyst. The Court is a very professional organization, and many of the managers and supervisors being women. I now have many intelligent and inspiring mentors. It was a scary decision to leave the County, but I'm glad I took that step.

In addition to work and CWN, I enjoy scrap booking, stamping, reading, and watching old movies.

## HAVE YOU HEARD????

Due to recent board resignations, there are currently three positions on the CWN Board available.

- \*Director of Programs, 1st Position*
- \*Director of Memberships, 2nd Position*
- \*Director of Community Services*



If you are interested in any of these positions, contact Melonee Vartanian via e-mail.

Details of the duties and responsibilities can be found on the CWN website.

If you have been looking for a way to become more involved in CWN, now is your chance!!

If a Board position is not for you right now, but you know someone who would be perfect for the job, you may nominate them with their permission.



The Quarterly West End Region Meeting is scheduled for Tuesday, January 16, 2007, 11:30am to 1pm in the training room of the Rancho Courthouse. The topic is **"Revitalize for the New Year with Yoga"**. Certified Yoga Instructor Ms. Gina Decker will speak on the benefits of yoga and even show us some simple moves.

Contact Angie Moxey (on the global e-mail) for directions.



## January is National Mentoring Month

Thank Your Mentor Day™ will be celebrated on Thursday, January 25. On that day, many Americans will reach out to thank or honor those individuals who encouraged and guided them, and who had a lasting impact on their lives. The theme for Thank Your Mentor Day is **"Who mentored you? Thank them...and pass it on!"** The idea behind "Who mentored you?" is to help people

connect to the importance of mentoring by encouraging them to think about individuals in their lives during their formative years—family members, teachers, coaches, neighbors, employers, friends—who encouraged them, showed them the ropes, and helped them become who they are today. The message is that, today, too many people do not get enough of that kind of support; mentoring

programs can help fill the gap but need more volunteers.

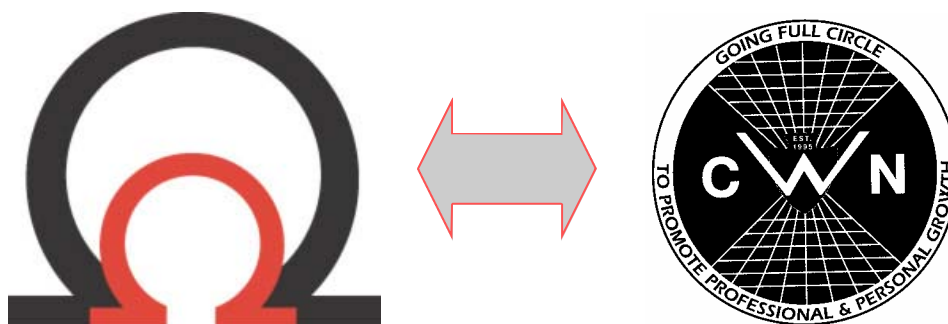
Thank Your Mentor Day promotes Ways to Honor your Mentor:

- Contact your mentor (current or past) directly to express your appreciation;
- "Pass it on" by becoming a mentor to a CWN member or someone in your community;



**Share What  
You Know.  
Become A  
Mentor.**

In the Greek alphabet, the omega is the 24th letter. The two omegas in the MENTORING logo offer a visual representation of the mentoring concept. The larger of the two omegas represents the caring mentor; the smaller omega represents the person eager to fulfill his or her potential. Placement of the two omegas is significant: the mentor (the larger omega) stands in the background, offering encouragement and support and serving as a role model to the mentee (protégé) (the smaller omega).



***Going Full Circle to Promote Professional and Personal Growth***

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**~ Get to know your Organization ~**

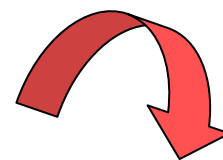
Each month there will be a trivia question about CWN in this monthly newsletter. If you know the answer to the question, send an e-mail to [cwn.newsletter@yahoo.com](mailto:cwn.newsletter@yahoo.com) by January 15, 2007 with "TRIVIA" in the subject line.

**January Trivia Question .....****How many scholarships has CWN awarded?**

The CWN member with the closest guess wins!! Winner announced at the January 17th meeting. Must be present to win. Winner must not have won within the past 60 days.

A coupon for a free Starbucks beverage is the prize!

**December Trivia Winner:**  
**Kimberly Hays**

**Join CWN for a Discount**

Members joining for the first time during the period of January 1 to April 30 shall be assessed one-half (1/2) the annual dues for that year.

**Exception:** The two-year membership discount is only applicable when joining or renewing in the months of July through September and not available when joining with the 1/2 price discount.

Your Membership shall begin upon a payment of annual dues or, where applicable, prorated dues and continue as long as you remain in good standing, which is defined as current on dues and no debts or obligations owed to the CWN.

Income Per Annum	One-year membership	1/2 price membership
\$50,000 +	\$55.00	(\$27.50)
\$40,000 – \$49,999	\$45.00	(\$22.50)
\$30,000 - \$39,999	\$35.00	(\$17.50)
\$29,999 or less	\$25.00	(\$12.50)

I love a discount and what better discount than 50% off? Now is the time to become a member and reap all the benefits. Joining is easy, just fill out the attached application and bring it with payment (cash or check) to an upcoming meeting — or sending it to Chris Garcia via IOM (checks only for this option).



# County Women's Network Membership/Renewal Application

Date: \_\_\_\_\_ Employee #: \_\_\_\_\_ Phone: \_\_\_\_\_ Mail Code: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Occupational Unit: \_\_\_\_\_ Region: ☐ Central ☐ West End ☐ Desert  
Mailing Address (for those without e-mail): \_\_\_\_\_

☐ **New Membership** or ☐ **Renewal** (Due annually by July 1 - Delinquent after September 30.)

**TYPE OF MEMBERSHIP:** ☐ **Regular (Voting)** County Board-Governed employees, SANBAG, LAFCO, SB County Schools, & the Superior Court of California-County of San Bernardino  
☐ **Associate (Non-Voting)** All others supporting CWN's objectives: City employees, private industry, retirees, students, etc.

**DUES:** Based on annual income. (Check 1 Year or 2 Year option **and** annual income range.)

☐ 1 Year ☐ \$55 (\$50K +) ☐ \$45 (\$40-49,999K) ☐ \$35 (\$30-39,999K) ☐ \$25 (\$29,999K or less)

☐ 2 Year\* ☐ \$105 (\$50K +) ☐ \$85 (\$40-49,999K) ☐ \$65 (\$30-39,999K) ☐ \$45 (\$29,999K or less)

*Members joining between January 1 and April 30 shall be assessed one-half the annual dues.*

**\*The 2 Year option is only available to those joining or renewing prior to September 30.**

I am interested in serving on the following committee(s): \_\_\_\_\_  
(Scholarship, Programs, Special Projects, Bylaws, Membership, Nomination/Elections, Newsletter)

**NEW Members:** How did you hear about CWN? (Please check one):

☐ New Employee Orientation ☐ Dept Bulletin Board ☐ Referred by: \_\_\_\_\_  
☐ CWN Website ☐ Other: \_\_\_\_\_

**DISTRIBUTION:** Keep a copy of this application for your records

Send original application with payment to: 0029-DCS / CAAHL, **Kimberly Brown** (interoffice) or mail to Kimberly Brown at Department of Children Services / CAAHL, 412 W. Hospitality Lane, 1st Floor, San Bernardino, CA 92415-0029

## REIMBURSEMENT OF DUES:

After you receive your CWN receipt of payment, complete an Education Assistance Proposal (EAP). Attach the original payment receipt and a copy of this application to the EAP. Submit paperwork to your Department for approval. Forward to the Auditor/Controller-Accounts Payable. Once approved, you will receive a check from the Auditor/Controller.

### FOR CWN USE ONLY

**Membership:** Date Received: \_\_\_\_\_ Computer: \_\_\_\_\_ Receipt Issue: \_\_\_\_\_  
**Finance:** Date Received: \_\_\_\_\_ Check/Receipt: \_\_\_\_\_

For more information, visit our website at <http://countyline/countywomensnetwork> (Intranet)  
<http://www/cwn> (Internet) or call **Kimberly Brown, (909) 891-3683**